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AGREEMENT BETWEEN
THE SUPERINTENDENT OF SCHOOLS
OF THE
CAIRO-DURHAM CENTRAL SCHOOL DISTRICT
AND THE
CAIRO-DURHAM TEACHERS ASSOCIATION

JULY 1, 1999 - JUNE 30, 2003

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**NYS PUBLIC EMPLOYMENT
RELATIONS BOARD**



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ARTICLE 1 - RECOGNITION

The Board hereby recognizes the Cairo-Durham Teacher's Association as the exclusive bargaining representative (under New York State Public Employers Law, Chapter 392 of the Laws of 1967 as amended) for full time and part time student services personnel and full time and part time certified teaching personnel.

ARTICLE 2 - NEGOTIATION PROCEDURE

A. In the year of expiration of this agreement, both parties will meet no later than November 1st to begin negotiations on a successor agreement.

B. The Cairo-Durham Teacher's Association shall not engage in a strike nor cause, instigate, encourage, or condone a strike.

ARTICLE 3 - GRIEVANCE PROCEDURE

A. Purpose

It is the intent of the District and the Association that all grievances be resolved informally or at the earliest possible stage of this grievance procedure. However, both parties recognize that the procedure must be available without any fear of discrimination because of its use. Informal settlements at any stage shall bind the immediate parties to the settlement, but shall not be precedent in later grievance proceedings.

B. Definitions

1. A "grievance" is any alleged violation of this agreement or any dispute with respect to its meaning or application.

2. A "teacher" is a person in the unit covered by this agreement.

3. An "aggrieved party" is the teacher, or a group of teachers, or the Association who submit a grievance or on whose behalf it is submitted by the Association.

4. "Days" shall mean school days.

C. Submission of Grievances

1. Before submission of a written grievance, the aggrieved party or his/her

representative must have a discussion with the Principal.

2. If no agreement is reached in C-1, the grievance shall be submitted in writing on a form approved by the District and the Association, (attached hereto as Appendix "D") and shall identify the aggrieved party, the provision of this agreement involved in the grievance, the time when and the place where the alleged events or conditions constituting the grievance existed, and if known, the identity of the person responsible for causing such events or conditions and a general statement of the grievance and redress sought by the aggrieved party.

3. (a) A teacher or a group of teachers may submit grievances which affect them personally and shall submit such grievance to the Principal.

(b) The Association shall file directly with the Superintendent.

4. A grievance shall be deemed waived unless it is submitted within twenty (20) days after the aggrieved party knew of the events or conditions on which it is based.

5. Failure to file or appeal a grievance within the time specified herein will bar filing or further appeal.

6. Failure to respond to a grievance at any stage within the time limits specified shall give the grievant the right to proceed to the next stage.

7. The District shall make available to the Association information pertinent to the administration of the agreement.

D. Stage I - Building Principal

The Principal shall respond in writing to each grievance received. If an aggrieved party is not satisfied with the response of the Principal or if no response is received within five school days after the submission of the grievance, such aggrieved party may submit a copy of the grievance to the Superintendent of Schools.

Stage 2 - Superintendent of Schools

The Superintendent of Schools or his designated representative shall, upon request, confer with the aggrieved parties with respect to the grievance within five (5) days and shall deliver to the aggrieved parties a written statement of his position with respect to it no later than 10 days after it is received by him or after the conference is held, whichever is later.

Stage 3 - Board of Education

A teacher, group of teachers and/or the Association may, within five (5) days of the determination by the Superintendent of Schools, make a written request to the Board of Education for review and determination. All written statements and records of the case shall be submitted to the President of the Board of Education. The Board of Education will hold a conference to discuss the grievance within ten (10) days of receipt of such appeal. The Board of Education shall render a final decision within ten (10) days after the conference is completed.

Stage 4 - Arbitration

1. In the event the Association is not satisfied with the decision of the Board with respect to a grievance, it may, within fifteen (15) days after receiving the decision, refer the grievance to arbitration. A copy of such request shall be forwarded to the Superintendent of Schools.

2. The Association and the District will choose an arbitrator from the following panel of arbitrators:

Jeffrey Selchick - Albany

John Sands - New Jersey

Thomas Maroney - Syracuse

Howard Edelman - Long Island

3. The arbitrator's decision will be in writing and will set forth his findings, reasonings and conclusions on the issue submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of the Agreement. The decision of the arbitrator shall be binding on both parties. The arbitrator shall have no power to alter, add to or detract from the provisions of the Agreement.

4. The cost of services and expenses of the arbitrator shall be divided equally between the parties.

ARTICLE 4 - ASSOCIATION RIGHTS

A. The Association or any duly appointed committee may have the right to use specific rooms in the school buildings for meetings which may be held after school at time(s) cleared with the building principals to insure that such does not conflict with the normal use of the building.

B. The Association may have the use of audio-visual and duplicating and copying equipment not housed in the central office. The equipment in the central office may be used provided it is operated by a member of the building principal's regular office staff.

C. The Association shall have the right to purchase supplies from the district, provided that the Association submits payment for said supplies on or before the day of purchase.

D. The President of the Association or his/her designee shall have access to all District school buildings to conduct Association business provided that such access does not interfere or disrupt the normal functions of the school or its employees and prior notification of such visit is given to the Superintendent and the building principal.

E. The C.D.T.A. shall have access including the right to have copies made at the expense of the C.D.T.A. to all public records of the District upon reasonable notice to the Superintendent of Schools.

F. The Association shall have the right to use the intraschool mail facilities and school mail boxes, provided such use does not conflict with or hamper the normal use of such facilities.

G. The Association shall have in each building, the right to use a portion of the bulletin board in the Faculty Room. Should this right be abused, the District reserves the option to suspend such right.

H. Association Leave

1. The President of the Association or the President's designee shall have six (6) whole days or twelve (12) half days leave per year to conduct Association business.

2. The Superintendent of Schools must be notified of the intent to use such leave 48 hours in advance of the anticipated leave date.

3. The Association shall pay the cost of the substitute.

ARTICLE 5 - LEAVE OF ABSENCE

A. Jury Duty Leave

1. Any bargaining unit member who serves on jury duty shall be paid in full with no loss of time.

B. Sick Leave

1. Every teacher shall be granted sick leave with pay for fourteen (14) days per year accumulative to 200 days for sick leave purposes. Additional sick leave days above 200 may be accumulated as set forth in subdivision 5 below.

2. Up to five (5) consecutive days of this time may be used for personally attending to family illness or to attend the funeral of the immediate family. Any time beyond the five consecutive days shall be at the discretion of the Superintendent of Schools.

3. The Cairo-Durham District person responsible for obtaining substitutes shall be notified at least one (1) hour prior to the time that a teacher is expected to report for duty, but no later than 7:00 a.m. if said teacher's reporting time is at the beginning of the school day.

4. If no substitute can be obtained, members of the faculty will be expected to cover for such teacher's classes. Said duty will be assigned on an equitable basis and any teacher having to cover classes will be compensated at a per period rate of \$20.00 per class effective July 1, 1999, \$20.00 per class effective July 1, 2000, and \$21.00 per class effective July 1, 2001 and \$22.00 per class effective July 1, 2002.

5. Sick Leave Buy Back Upon Retirement

Employees who (1) submit an irrevocable letter of resignation to the Board of Education at least 60 days prior to retirement, (2) voluntarily retire from service with the District in accordance with the rules and regulations of the New York State Teachers' Retirement System (TRS), and (3) work the entire school year in the year of retirement, shall be paid \$35.00 per day for each accrued sick leave day over 200 days upon retirement in accordance with the following:

(a) A separate "individualized sick leave bank for retirement purposes" (hereinafter, an individualized "Bank") shall be established for accrued sick leave days over 200.

(b) Accrued sick leave days over 200 shall be placed in the individualized "Bank" and may not be used as sick leave days.

(c) Bargaining unit members must have at least 200 days accumulated sick leave (i.e., non-individualized "Bank" sick leave days) on the date of retirement to be eligible for payment for individualized "Bank" days upon retirement.

The parties agree that the sick leave buy back upon retirement is an incentive for bargaining unit members not to use sick leave and is not a retirement incentive.

C. Child Care

1. The teacher will confer with the Superintendent of Schools or his/her designee, to set a firm date at least thirty (30) days prior to the start of the unpaid leave for the purpose of child care. Such leave must commence at the date agreed upon by the teacher and the Superintendent of Schools.

2. The maximum period of absence will not exceed three (3) semesters beginning with the semester of the leave. Sixty (60) days prior to the end of the leave, the teacher will notify the Superintendent of Schools in writing of the teacher's date of return. A teacher may return prior to this time only at the beginning of a school semester and with sixty (60) days notice.

3. The teacher shall have the option of continuing in the health insurance program during such leave at the teacher's own expense if allowed by the carrier.

4. During the period of disability, as certified by a physician, the teacher will be allowed to use accumulated sick leave.

5. A teacher adopting a child under the age of four and one-half years will be entitled to leave for child care as specified in Section 3 and 4 above. The teacher will notify the Superintendent of Schools of impending adoption as soon as possible.

6. Any employee returning from child care leave will return at the salary base they were paid when they went on leave plus the percentage increases negotiated for the year of their return to employment. In addition, upon returning from said leave the teacher shall have previously accrued benefits restored.

D. Personal Leave

1. Four (4) days of personal leave shall be available each school year to all members of the bargaining unit. Personal leave shall be available solely to conduct personal business which cannot be conducted other than during the work day set forth in Articles 7, 8 and 9 of this Agreement. Bargaining unit members may not take personal leave to extend a holiday or recess period. It is expressly understood that personal leave does not constitute vacation leave for bargaining unit members and cannot be used by bargaining unit members to pursue amusement, entertainment, hobby interests, or supplemental employment remuneration activities. At the end of any school year, unused personal leave days shall be added to all accumulated sick days up to the maximum total of 200 days.

2. A request to use personal leave shall be made: (a) in writing to the Superintendent on the "Request for Personal Leave Form" attached hereto as Appendix "F"; (b) at least forty-eight (48) hours prior to the desired start of the leave. The Superintendent shall have the discretion to waive (a) and/or (b) above in cases of emergency. The District shall not be required to grant personal leave to more than four (4) teachers on any day. Personal leave may be used on consecutive days.

3. Personal leave shall be taken for either one-half day or for one whole day.

E. Professional Leave

1. A teacher may file a request for three (3) days of leave for the purpose of observing an outstanding teacher in his/her field at another school or for attending a conference in his/her field of specialization. Days over and above three (3) days may be granted at the discretion of the Superintendent of Schools. The request must be received by the Superintendent of Schools at least seven (7) school days prior to the date of the observation or conference.

2. The request must be made in writing and approval received in writing from the Superintendent of Schools. A teacher whose request for observation and/or conference days is approved shall receive full pay for the days approved. If requested, the teacher will give a comprehensive written report of the observation

and/or conference to his/her immediate supervisor within two (2) school days following the observation and/or conference.

3. The appointment of a teacher requesting an observation and/or conference day will be made by the Superintendent of Schools. If the request for an observation and/or conference day is denied, an alternate day will be scheduled by mutual consent of the parties involved and the appointment made by the Superintendent of Schools. If the administration requests a teacher to take an observation and/or conference leave, the teacher will be reimbursed for all incurred expenses per conference leave provided proper bills are submitted.

4. The maximum amount available per teacher for each conference is \$120.00 per school year.

5. Professional leave shall be allocated on an equitable basis. In the event all funds are expended, a non funded leave may be granted upon request and subject to approval of the Superintendent of Schools.

6. Not more than one teacher may be on observation or conference leave at any given time except at the discretion of the Superintendent of Schools.

7. The District shall establish a limited conference fund each school year for use by the Superintendent at his/her discretion to approve conferences which are requested during the months of January through June.

F. Other Leave of Absence

1. Leave of absence up to one year without pay for any reason not covered by this Agreement may be granted to teachers at the discretion of the Board of Education.

2. Any employee returning from a leave of absence for whatever reason will return at the salary base they were paid when they went on leave plus the percentage increase negotiated for the year of their return to employment. In addition, upon returning from said leave the teacher shall have previously accrued benefits restored.

G. Sick Leave Bank

1. Teachers may voluntarily elect to donate one day of their accumulated sick leave in the common bank on forms supplied by the District, a copy of which is

attached as Appendix E. Teachers who have exhausted all their accumulated sick leave shall be eligible to withdraw from the bank by submitting in writing a certified physician's statement stating that the personal illness and/or disability is unanticipated and is expected to continue in excess of five (5) consecutive days. Said statement shall be given to a committee consisting of two administrators, two Cairo-Durham Teachers Association members and a fifth member chosen by mutual agreement of the parties. The committee may require a second medical opinion at the District's expense and any decision of said committee shall be final and binding upon all concerned parties.

2. The maximum number of days in the sick bank in any given year shall not exceed the number of bargaining unit positions and the replenishment shall not occur until the bank has been exhausted and then only once in any given school year. When the number of days in the sick leave bank reaches zero, the number of days in the bank will be increased by each member of the bargaining unit who elects to do so, contributing one day of his/her annual accumulated sick leave.

3. Newly employed bargaining unit members shall be given the opportunity to become members of the sick bank within thirty (30) school days of employment by executing the District's form attached hereto as Appendix "E" and contributing one sick leave day to the bank.

4. Only bargaining unit members who have contributed to the sick bank during the most recent period of replenishment shall be eligible to apply to the sick bank.

5. In the event that one or more bargaining unit members has zero sick leave days available, but said unit member wishes to contribute to the sick leave bank and thereby become or continue to be a member, the unit member shall be "loaned" one such leave day for the purpose of contributing to the bank. This loan shall be repaid to the bank on the first date that the bargaining unit member has more than five available sick leave days. The loan of one such leave day does not mean that the bargaining unit member will be entitled to withdraw days from the bank, it means only that the bargaining unit member may apply to the Committee,

and that the Committee will make the decision as to whether or not to grant the bargaining unit member's application to withdraw days from the bank.

ARTICLE 6 - DUTY FREE LUNCH

Every classroom teacher will have an unassigned duty free lunch period of at least thirty (30) minutes per day to coincide with a cafeteria lunch schedule.

ARTICLE 7 - ELEMENTARY PLANNING TIME

A. Each elementary teacher will have a minimum of 30 consecutive duty free minutes per day for planning, exclusive of lunch and aide time.

B. All duty free preparation periods shall take place between 8:50 a.m. and 3:15 p.m.

ARTICLE 8 - MIDDLE SCHOOL/HIGH SCHOOL WORK LOAD

A. No more than 45% of the faculty in grades 7-12 shall be assigned more than five (5) instructional periods per day. For the purpose of items 1, 2, 3 below, "45% of the faculty in grades 7-12" shall be calculated in accordance with the following:

1. Guidance counselors, school librarians, school psychologists, and school social workers, shall not be included as "faculty in grades 7-12" for the calculation of the 45% figure.

2. ALP teachers shall be included as "faculty in grades 7-12" for the calculation of the 45% figure.

B. Those teachers who are assigned a sixth instructional period shall be relieved of all supervisory duties. The parties agree that the teacher with a sixth instructional period will be removed from the list of involuntary supervisory duties and that all supervisory duties for the high school will be done on an equitable basis using an alphabetical list including all teachers and department heads who do not have six instructional periods. The District will endeavor if possible to provide that the assignment of 6th instructional assignments will be rotated throughout the staff

of each department each school year so as to avoid the 6th assignment being given to the same unit members each school year.

The parties have identified five circumstances in which the language of Article 8, Subsection B may be further clarified.

The five circumstances shall be limited to the following:

1. Orientation Programs
2. Proctoring of Regents Exams
3. Proctoring of Assemblies and Rallies
4. Proctoring of January Exams.
5. Proctoring of Standardized Tests.

For the purpose of assigning supervisory tasks to teachers for orientation, the parties have agreed that the High School building principal will make the necessary accommodation to provide proctoring of orientation without the use of teachers who have been assigned a sixth instructional period.

For the purposes of proctoring Regents Examinations, the parties agree that a teacher with six instructional classes may be assigned to proctor a Regents Examination.

For the purpose of providing supervision for the January examination schedule, the parties agree that the District will use the substitute coverage for this purpose as in the past.

For the purpose of providing supervision for standardized tests, the parties have agreed that it will be permissible to assign a supervision of standardized tests to a teacher with a sixth instructional period only in such circumstances when the assignment is in lieu of a regular instructional period.

C. Those teachers assigned a sixth instructional period shall not be required to teach more than 165 students per day. The Board of Education shall make every effort to see that the recommended limit of 150 students per day is observed. This provision shall not apply for instruction in Physical Education or Music.

D. **Teacher Work Day Restructuring:**

The structure of the teacher work day shall remain as set forth in Articles 6, 7 and 8 of this Agreement unless modified as provided herein.

The Association agrees to work with the District in evaluating the structure of the current teacher work day and to present possible alternatives to the structure of that work day if deemed appropriate. If the Superintendent of Schools and the Association President agree upon a work day structure different than that which is set forth in Articles 6, 7 and 8, which goes beyond the requirements currently set forth in those Articles, then the teacher work day at the applicable school building(s) shall be restructured. The restructured teacher work day shall be effective at the start of the school year immediately following the school year in which the Superintendent of Schools and the Association President agree upon the restructured day.

In no event will the structure of the teacher work day be altered without the express, written agreement of the Superintendent of Schools and the Association President as set forth in a separate Memorandum of Agreement

E. **Scheduling**

1. The parties recognize that there are two (2) existing teacher schedules by which instruction is provided to students. These two (2) schedules are the ½ block schedule and the block schedule. A teacher may, subject to any limitations set forth in this Agreement, be assigned a schedule which consists entirely of blocks, ½ blocks, or a combination of ½ and full blocks. It is further recognized that it is the goal of the District to maximize the use of blocks throughout the schedule, but the parties acknowledge that certain courses are not appropriate for blocks, and/or fiscal/practical constraints may prohibit courses from being scheduled in blocks and that ½ block periods should be used.

2. Should a teacher be assigned to teach solely a block schedule, subject to the provisions of Article 8(A) his/her schedule shall consist of the following: A maximum of five blocks over two days, no more than 2.5 consecutive blocks, 1 block for planning, one lunch period of at least 30 minutes, and a maximum student load of 165 students.

3. Should a teacher be assigned to teach solely a ½ block schedule, subject to the provisions of Article 8(A) his/her schedule shall consist of the following: Five

instructional classes per day, one lunch period of at least 30 minutes, one duty period, two (2) planning periods and a maximum student load of 165 students.

4. Should a teacher be assigned a schedule consisting of both blocks and $\frac{1}{2}$ blocks, it shall be in compliance with the following:

- a. A block is the equivalent of two (2), one-half ($\frac{1}{2}$) blocks.
- b. The teachers' assignment will not exceed the total number of blocks or $\frac{1}{2}$ blocks as set forth in section 7.2, and 7.3 above.
- c. The teacher will teach no more than the equivalent of 2.5 blocks consecutively.
- d. The maximum student load over a 2 day period will not exceed 165.

5. Remediation – Bargaining unit members may be assigned to teach a remediation class subject to the following conditions:

- a. No more than 10 students per half block will be assigned for remediation;
- b. Teachers will only be assigned to remediate in their tenure areas;
- c. Teachers shall recommend which students are in need of remediation subject to final assignment by the District.
- d. Any teacher with an assignment which includes a remediation instructional $\frac{1}{2}$ block continues to be subject to the terms of Article 8; and,
- e. "Remediation" encompasses those additional instructional opportunities provided for students to reach or maintain certain minimum reference points. "Remediation" does not include such programs as small group instruction for enhancement purposes or other types of instruction including, but not limited to, enrichment classes or labs which provide enhanced instruction beyond the basic academic program.
- f. Special Education teachers are bargaining unit members and, therefore, are subject to the remediation provision set forth above. However, it is understood that remediation assignments to special education teachers shall be consistent with any applicable rule, regula-

tion, law, or statute, governing educational services to special education students.

g. In the event either the District or Association believes an issue concerning this remediation provision needs to be discussed, it may be referred to the Labor Management Committee.

6. For the purpose of defining the length of the periods, it shall be understood that a block is 84 minutes of instruction and a ½ block period is 42 minutes of instruction. Changes of plus or minus 2 minutes may be made to the 84 and 42 minute period length by the District.

7. It is understood that the schedule of the 6th grade teachers shall be the same as those of the grades 7-12 teachers assigned to teach in a block as set forth above. Sixth grade teachers may be assigned a sixth instructional assignment and such assignments shall not count towards the 45% rule set forth in Article 8(A). However, the statutory rights which are applicable to 6th grade teachers (e.g. seniority, tenure, and certification) shall remain unchanged.

8. Bargaining unit members who provide emergency coverage shall do so for one-half block periods of time. Each unit member who provides emergency coverage for one half block shall be compensated at the rate set forth in article 5.B.4 for that emergency coverage. A unit member who covers the 1st one half block may volunteer to cover the 2nd one half block for the additional rate of pay set forth in article 5.B.4 if the unit member has two (2) full preparation blocks on that day.

9. Unit members who are secondary teachers and who are assigned a 6th instructional block over a two day cycle or a 6th ½ block per day shall be relieved from the list of involuntary supervisory duties.

10. All duty free planning periods at the middle/high school level shall take place between the beginning of the first regular class period and the end of the last regular class period.

ARTICLE 9 - WORK OBLIGATION

A. The teacher's normal work day shall be no more than seven (7) consecutive hours.

B. Staff Development

1. Bargaining unit members must participate in two five and one-half hour days not including lunch (or a total of 11 hours) of staff development during the school year outside the normal work days set forth in Articles 7, 8 and 9. Staff development time may be scheduled after school hours, during weekends and/or during the last week of June (i.e., the week immediately following graduation). In order to effectuate the above, upon request, the Association President and representatives can meet with the Superintendent periodically to offer recommendations for topics for staff development programs. The Superintendent may have other employees attend these meetings. If no topics and/or scheduling of staff development programs are agreed upon, then the Superintendent shall set the topics and schedule the programs for development.

2. Bargaining unit members will not be required to attend any staff development program(s) without at least 30 calendar days prior written notice to the Association President of the topic, date and time of that program. Staff development programs shall be conducted within the District.

3. All bargaining unit members must attend staff development programs. Staff development days shall be treated like any other non-instructional work day at the District.

4. Bargaining unit members shall not be paid additional compensation for attending staff development programs.

ARTICLE 10 - TENTATIVE ASSIGNMENTS

1. All teachers shall receive a copy of their tentative grade level, room assignment, class schedule, and/or subjects as soon as they are known, but in no event later than June 15.

2. Discretionary funds will be made available for purchasing materials for any teacher whose assignment is different from the teaching responsibility held during requisition time.

ARTICLE 11 - ACCEPTANCE OF UNASSIGNED CLASSES

A teacher in grades K-12 will be asked to accept a class assigned to another teacher only in cases of emergency. If no teacher accepts the class, a teacher will be assigned to cover the class. Teachers will be asked or assigned on an equitable basis. The teacher will be reimbursed as per Article 5, B-4.

ARTICLE 12 - CLASS SIZE

1. Kindergarten and first grade classes will be split at student count 30 and second, third, fourth and fifth grade classes will be split at student count 32.

2. At Cairo Elementary School, each grade level with an average student count of 22 or more will have 4.5 hours per day of aide time to be used at that grade level. The teachers in the specific grade levels where the aide is assigned will decide the allocation of the aide time at that level. At Durham Elementary School, each grade level configuration with an average student count of 22 or more will have 4.5 hours per day of aide time to be used at that grade level configuration. The grade level configurations will be grades kindergarten and 1, grades 2 and 3, and grades 4 and 5. The teachers in those grade level configurations where the aide is assigned will decide the allocation of the aide time in those grade level configurations.

The determination of student count averages for assignment of the aide time set forth above shall be determined on October 1st and March 15th of each school year.

3. The Board of Education will work toward an optimum class size of twenty-five (25) students per class except lower as per guidelines of occupancy of each class. The numbers may be higher for chorus, physical education, and band. Due to the difficult nature of advanced high school subject areas, it is recognized that certain classes can have a registered class size as few as five (5) that would constitute a full load for that area. With the permission of the Board of Education, a class may be taught consisting of less than five students.

ARTICLE 13 - VACANCIES

A. Transfers

Transfers will be granted on the basis of qualification, certification and preparation. Seniority will be a consideration but not a controlling factor in determining transfers. Transfers will be allowed only prior to the first day of a new school year. Part time certified teachers may apply for any new or vacated positions throughout the school year.

B. Posting Vacancies

1. Teachers shall be informed of all vacancies in a teaching position by posting in the faculty rooms when such position is officially available. Such vacancy shall not be filled for a period of five (5) days after posting.

2. Teachers interested in vacancies which might occur during summer recess should notify the Superintendent of Schools in writing of such interest. The decision in the filling of such vacancies rests with the administration.

3. The Superintendent of Schools will notify the President of the Association or his/her designee as soon as a vacancy occurs.

4. Teachers being transferred shall be so informed as soon as possible.

ARTICLE 14 - PERSONAL INJURY BENEFITS

Whenever a teacher is absent from his/her employment and/or unable to perform his/her duties as a result of accident, injury, or assault occurring in the course of his/her employment which is certified as a workers' compensation situation, he/she will be paid his/her full salary (less the amount of any workers' compensation award made in lieu of salary for temporary disability due to said accident, injury, illness or assault) for the period of such absence, for a period of up to one (1) year and no part of such absence will be charged to his/her annual or accumulated sick leave.

ARTICLE 15 - ACCIDENT REPORT

Teachers will immediately report in writing, all cases of assault, accident or injury suffered by them in connection with their employment to their immediate supervisor. This report then will be forwarded to the Superintendent of Schools.

ARTICLE 16 - EXTRA DUTY

A. Evening Meetings

During the school year, the teaching staff may be expected to attend a reasonable number of evening sessions without compensation for professional purposes, except for supervision and instruction.

ARTICLE 17 - OBSERVATION AND EVALUATION

A. Purpose

One of the purposes of observation and evaluation of teachers shall be to evaluate instruction.

1. **Observation** - the procedure of observing teachers within an instructional situation.
2. **Evaluation** - a yearly assessment of the teacher's professional performance.

B. Procedure

1. Probationary teachers shall receive a minimum of two observations each year of their probationary appointment. The initial observation of newly hired teachers shall occur within thirty (30) school days after the first teaching day. The second observation shall be conducted prior to May 15th.
2. Tenured teachers will be observed once per year prior to May 15th.
3. Within three (3) school days after the observation, a conference will be held between the teacher and the observer. The conference is for the purpose of discussing the observation. At the conference, the teacher and the observer will discuss the written observation or evaluation.

4. The teacher will be provided with a copy of the written observation. The teacher will acknowledge receipt of the observation by signature and may attach a response thereto. The observation and the teacher's response will be placed in the teacher's personnel file.

5. Informal observations by administrators shall not be reduced to writing and placed in a teacher's personnel file without prior knowledge of the teacher. Informal observations that may lead to disciplinary action will be discussed at a conference that includes the administrator, the teacher and an Association representative. Any information resulting from this conference that is reduced to writing will not be placed in said teacher's file until after the teacher has been given five (5) days to attach a response thereto.

6. Any observation shall be in writing and may include recommendations for improved instruction.

7. Sections 3, 4, 5 and 6 above shall apply to tenured teachers.

8. The observation will be in a narrative form. The observation will include a final statement of assessment.

9. All observers are required to use the same observation and evaluation form.

C. **Evaluation**

1. The annual evaluation will be completed in a narrative form.

2. The reporting procedure will follow the general outline of the evaluation criteria with the addition of a section titled Evaluation Assessment.

3. The Evaluation Assessment will be a summative paragraph, critiquing the teacher's professional strengths and weaknesses.

4. Evaluation procedure will not commence prior to the first Monday in April. Evaluation procedure will end on the second Friday in June.

5. Evaluation procedure may not commence until observation procedure is completed for an individual.

6. Evaluation procedure will take place prior to a leave of absence provided the observation procedures have been completed.

7. The assessment will include an indication of probationary status with respect to the possibility of continued employment. The annual evaluation will include an indication of probationary status with respect to the possibility of continued employment.

D. Each teacher, after reading his/her evaluation report, shall acknowledge he/she has read it by affixing his/her signature thereto. Such signatures shall not signify agreement with the contents.

E. 1. All classroom observations and annual evaluations of teachers will be conducted openly with the full knowledge of the teacher.

2. Teachers shall be evaluated at least once a year by their respective building administrator.

F. The District will not be obligated to give advance notice to teachers, whether tenured or non-tenured, for any observation of any unit member, nor shall the District be obligated to mutually arrange with any teacher a date and/or time for observation.

OBSERVATIONS

A. Criteria

The following criteria has been established as a tool to guide the observer and teacher for a professional observation. The criteria reflects good educational principles. It has been developed through a cooperative effort by the administration and teaching staff. The tool will continue to promote growth in staff development.

B. Professional Performance

1. Instructional Skills

- a. Demonstrates knowledge of subject matter.
- b. Organizes instructional program for the needs and benefits of students, i.e., grouping.
- c. Provides for integration with other curriculum areas.
- d. Uses varied and effective methods of instruction.
- e. Encourages student participation. Phrases questions to elicit student response.

- f. Uses and assigns work that directly relates to classroom instruction.
- g. Uses correct and effective oral and written expression.
- h. Challenges students toward independent thinking, inquiry and critical analysis.
- i. Uses verbal and non-verbal means of encouragement, acceptance and reward.
- j. Plans for appropriate evaluation of established lesson objectives.
- k. Organizes plans and materials in appropriate manner.
- l. Communicates high expectations to students.
- m. Provides information in a clear and concise manner.
- n. Uses strategies which involve students in higher levels of thinking.
- o. Utilizes and builds upon students' prior knowledge.
- p. Paces activities according to the needs of students. Provides for individual differences of learning.
- q. Specifies or identifies appropriate learning objectives.
 - Lesson planning reflects appropriate subject matter content
 - Lesson planning provides for varied student abilities

2. Classroom Management

- a. Maintains a functional teaching station which reflects student involvement.
- b. Gives opportunity for student/teacher and student/student involvement.
- c. Organizes and uses time, materials and supplies effectively.
- d. Guides the student toward self-evaluation and self-direction.
- e. Maintains proper discipline.
- f. Shows respect for students.
- g. Uses auxiliary personnel effectively.
- h. Maintains neat and orderly classroom.

3. Environment of Classroom

- a. Creates and maintains an atmosphere of learning.
- b. Uses appropriate techniques for surrounding areas (high school)

4. **Student Performance**

- a. Students are attentive.
- b. Students demonstrate responsible behavior.
- c. Students are comfortable in asking and answering questions; volunteering information, ideas and opinions; challenging ideas.
- d. Students' responses indicate attainment of stated lesson objectives.

C. **Record of Observation**

The observation will be in a narrative form. The observation will include a final statement of assessment.

EVALUATION

A. **Professional Performance**

1. Plans efficiently and utilizes plans.
2. Uses a variety of teaching materials and strategies.
3. Updates plans periodically.
4. Is professionally ethical.
5. Handles information and records in a confidential manner.
6. Demonstrates appropriate communication skills.
7. Demonstrates professional interest.

B. **Student/Teacher Relationship**

1. Encourages positive self-image in students.
2. Shows respect for students.
3. Communicates high expectations to students.
4. Motivates students to achieve.
5. Demonstrates fairness and consistency.
6. Plans changes in teaching strategies.

C. **Professional Responsibilities**

1. Demonstrates punctuality.
2. Effective in working with parents, involving them in the child's program and initiating parent contact as necessary.
3. Maintains accurate pupil records.

4. Plans and organizes classes and work so that a substitute teacher can take over with a minimum interruption of the learning process.
5. Consistently requires courteous language and behavior.

D. Student/Classroom Management

1. Maintains student control.
2. Encourages proper care and use of school equipment.
3. Maintains a safe and secure environment.

E. Procedure

1. The annual evaluation will be completed in a narrative form.
2. The reporting procedure will follow the general outline of the evaluation criteria with the addition of a section titled *Evaluation Assessment*.
 - 2.a. The Evaluation Assessment will be in a summative paragraph, critiquing the teacher's professional strengths and weaknesses.
3. Evaluation procedure will not commence prior to the first Monday in April. Evaluation procedure will end on the second Friday in June.
 - 3a. Evaluation procedure may not commence until observation procedure is completed for an individual.
 - 3b. Evaluation procedure will take place prior to a leave of absence, provided the observation procedures have been completed.
4. The assessment will include an indication of probationary status with respect to the possibility of continued employment.

PEER PARTNERING

1. Peer Partnering shall be applicable to those tenured teachers who voluntarily enter the program. Probationary teachers may participate in the program on a voluntary basis with the understanding that such participation will be for the purpose of developing self-improvement and as a means of support to their teaching. If a probationary teacher volunteers to participate, their participation shall not be used to determine the teachers' tenure status or their non-tenure status.

2. Participation:

(a) Partner selection will be done in each building. Teachers shall notify the building principal of their participation in the peer partnership program no later than October 15 of the school year within which the partnering shall take place. Said notification shall be made by completing and submitting the form created by the District and the CDTA and attached hereto as Attachment "A".

(b) If a teacher chooses to participate in peer partnering, but no partner is available, either the teacher will work as part of a three (3) member partnership or the teacher will be encouraged to approach whomever (s)he feels comfortable in an attempt to solicit a partner. (S)he may speak with another teacher, a CDTA representative, the building principal and/or any other District administrator, to discuss who would be an appropriate partner(s).

(c) Untenured teachers are encouraged to partner with tenured teachers.

3. (a) For tenured teachers who opt into the Peer Partnering Program, such option will replace the regular observation procedure. Teachers who participate in the Peer Partnering Program will not be formally observed. However, the parties agree that the District will use formal observations if the District becomes aware of issue(s) which need to be formally addressed. In those instances, the District will notify the teacher and the CDTA that it will be conducting formal observation(s).

(b) For untenured teachers who choose or do not choose to participate in peer partnering, the regular observation procedure will be used.

(c) Peer Partnering shall not alter the ability of building principals and/or other District administrators to informally visit classes in progress.

4. Peer Partnering process for tenured teachers

(a) The teacher shall determine the goal (s)he wishes to work on and the length of time reasonably necessary to accomplish this goal. Teachers shall share their goal(s) with the building principal.

(b) The building principal and the teachers may discuss how they want to document the goal(s) and/or the suggested implementation plan to attain the goal(s).

(c) No later than June 15, each teacher must submit to the building principal a goal statement and a list of dates when the partners have met. A copy of the form created by the District and CDTA for that purpose is attached hereto as Attachment "B". This document will be placed in the teacher's personnel file. It is understood that the document (i.e., the goal statement and the dates when the partners have met) will not be edited or changed by the administration. It is recommended that partners separately maintain a reflection journal or activity log or some other means of providing self-feedback.

5. Peer Partnering for Untenured teachers – For an untenured teacher using peer partnering, the regular observation procedure will also apply. However, for an untenured teacher involved in peer partnering, the terms of paragraph 4 above will apply to his/her involvement with the peer partnering program.

6. Partnering Issues:

(a) Should a situation arise where a teacher has a problem with and/or wants to change the partner (s)he is working with, the teacher may contact whom-ever (s)he wishes in an attempt to resolve the problem, including, but not limited to, another teacher, a CDTA representative, the building principal and/or any other District administrator. The partner may also request the participation of an outside facilitator to be coordinated through the building principal and a CDTA representative. The District will incur no cost for this facilitator.

(b) A teacher who does not wish to continue with the peer partnering program may opt back into the formal observation procedure with no fear of reprisals by the District. Should the teacher choose to opt into the contract program, (s)he will notify the District no later than February 1.

(c) Partners will be selected annually, and it is required that teachers change partners every three years.

7. Peer Partnering Time Allocation

(a) The Association and District recognize that a balance needs to be struck between the use of their preparation time and the District allocation of substitute coverage to make the program more effective. To this end, the parties recognize that the scheduling of peer visits/conferences shall be coordinated through building

principals, that adequate notice must be provided of peer visits/conferences, and that teachers will work with the building principal so that the building principal can coordinate scheduling when necessary in order to minimize costs. Building principals will arrange substitute coverage as necessary.

(b) The CDTA representatives and building principals will meet from time to time to evaluate time allocation and to make adjustments as necessary.

8. Training

(a) It is understood by the parties that no teacher will participate in the Peer Partnering Program without having received the Peer Partnering training. Completing a substantially similar training, only as agreed to by the District and CDTA, will satisfy this requirement.

(b) If the District changes any administrators, those new administrators will be required to participate in an awareness program regarding the Peer Partnering Program as it specifically relates to the District. Newly hired administrators shall be provided training by the Association president and the Superintendent of Schools until such time as they can participate in the Peer Partnering Training. Completing substantially similar training, only as agreed to by the District and CDTA, will satisfy this requirement.

(c) A mid-year survey jointly created by the Association and the District will be conducted and may include, but not be limited to, determining the progress of the plan, to determine if visits and conferencing is occurring and to determine if further training is needed.

9. Nothing contained herein shall alter the requirement that all tenured and non-tenured teachers participate in an Annual Professional Performance Review (evaluation) in accordance with Article 17.

10. Tenured teachers who do not participate in peer partnering will be formally observed.

11. The parties agree that the District's substantive decision to conduct formal observations in accordance with Paragraph 3 above shall not be grievable in accordance with Article III of the CBA. The parties further agree that alleged procedural violations of the Peer Partnering program (i.e. failure to notify a teacher

and/or the CDTA that the District is conducting formal observations) are grievable in accordance with Article III of the CBA.

ARTICLE 18 - TEACHER PERSONNEL FILE

A. Teachers will have a right, upon request, to review the contents of their personnel file and have an Association representative accompany him/her during the review, and make copies of any documents in it at his/her own expense. Teachers must have appointments in advance and all reviews must take place during the regular office hours. There shall be only one official personnel file maintained on each teacher.

B. No material will be placed in his/her personnel file unless the teacher has had an opportunity to review the material. The teacher will acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed, with the express understanding that such signature in no way indicates agreement with the contents thereof.

The bargaining unit member may submit a written response to any material placed in his/her personnel file by the District, and the District shall attach such response to said material. Where the factual content of any material placed in a unit member's personnel file is created by the District, or its employees or agents, the factual content may be challenged through the grievance/arbitration procedures contained in Article 13 of this agreement. The sole ground for any such challenge shall be that the factual content is inaccurate.

ARTICLE 19 - DISMISSAL

A. **Termination of a Teacher's Services Due to Abolition of Positions.**

Should the District abolish a position within the bargaining unit pursuant to Education Law §2510, the person whose position is being abolished shall receive written notice of the District's intent to abolish his/her position at least sixty (60) days prior to the date on which the abolition will become effective.

B. Discontinuance of a Probationary Teacher's Services Prior to Expiration of Probationary Period.

1. The District shall observe the requirements of Sections 3012, 3019-a and 3031 of the Education Law in discontinuing the services of a probationary teacher.

2. The District will not initiate any of the foregoing statutory procedures to discontinue the services of a probationary teacher for unsatisfactory classroom performance without first providing a written warning setting forth the nature of the unsatisfactory performance and the District's expectations for improvement of the teacher's performance. The District will provide a probationary teacher who receives such written warning with at least twenty five (25) school days within which to improve his/her performance. Thereafter, the District may initiate the statutory procedures referred to hereinabove. Should the teacher so request, the Board of Education will provide the teacher with a conference (not an evidentiary hearing) in executive session at the Board Meeting at which said Board considers the Superintendent's recommendation to discontinue his/her services, provided, however, that the teacher has invoked his/her rights pursuant to Education Law §3031. The provisions of paragraph 2 regarding the 25 day written warning notice shall apply to a probationary teacher upon completion of his/her 5th month of probation.

3. "Classroom Performance" as used in Section 2 above excludes any and all conduct of a teacher which: (a) takes place outside of his/her classroom; or (b) occurs at times other than during regularly scheduled instructional periods; or (c) occurs during regularly scheduled instructional periods within a teacher's classroom which is outside the scope of his/her duties and/or not directly relevant to instructing students assigned to the teacher's classroom. "Unsatisfactory classroom performance" as used in Section 2 above excludes each and all of the following: insubordination, inefficiency, physical or mental disability, neglect of duty, immoral character, conduct unbecoming a teacher, or failure to maintain certification as required by the New York Education Law and by regulations of the Commissioner of Education.

C. Notice of Superintendent's Intention Not to Recommend For Tenure

Notice of the Superintendent's intention to recommend to the Board of Education that a probationary teacher not be appointed to tenure shall be given at least sixty (60) calendar days prior to the expiration of said teacher's probationary appointment. Should the teacher so request, the Board of Education will provide the teacher with a conference (not an evidentiary hearing) in executive session at the Board Meeting at which it considers the Superintendent's recommendation that the teacher not be appointed to tenure; provided, however, that the teacher has invoked his/her rights pursuant to Education Law §3031.

D. Notice of Superintendent's Intention to Recommend for Tenure and Board of Education Denial.

The District will abide by the provisions of Education Law 3031(b) with respect to this section of the Agreement.

ARTICLE 20 - DEDUCTIONS

A. The Board of Education agrees to deduct, from the salaries of members of the Cairo-Durham Teachers Association, dues as individually and voluntarily authorized.

B. Individual authorization must be submitted on the form appearing in Appendix "C" by October 1st of the year in which they are to go in effect.

C. The Cairo-Durham Teachers Association shall notify the business office of the current dues rates for the organization by October 1st. No change will be honored after that date.

D. Dues deductions shall be made in fourteen (14) equal installments from each pay period commencing with the second paycheck in October.

E. The district shall check off and remit payment to the Turbine Federal Credit Union upon submission of a signed authorization to the payroll office for anyone within the bargaining unit. Such signed authorization may be discontinued at the end of its term upon written notice by the employee to the District. The District shall remit to the Turbine Federal Credit Union the payments deducted and

shall furnish the plan and the bargaining agent with a list of all employees from whose salaries such deductions have been made.

F. The District agrees to purchase tax sheltered annuities for bargaining unit members in accordance with the rules and regulations of the United States Internal Revenue Code.

1. Any employee who wishes to commence participation in one or more of the annuity plans which were available on June 30, 1990, shall provide written notice to the Superintendent. Such notice shall authorize the District to deduct the appropriate sums from the teacher's salary and remit such deductions to the appropriate agency.

2. The District shall be obligated to make the authorized salary deductions for annuity purchases and to remit such deductions to the company specified by the employee in the authorization.

3. The employee shall be the absolute owner of his/her annuity contract or annuity account purchased under the above provisions.

4. The District shall not be obligated to deduct and remit as set forth in paragraphs "1" and "2" of this Article for any annuity plan other than those plans for which it made such deductions and remittances on June 30, 1990 unless five or more employees request such deductions and remittances for any annuity plan which was not in effect on June 30, 1990.

5. At no time will the District make payroll deductions to more than fifteen (15) tax sheltered annuities.

ARTICLE 21 - ISSUANCE OF CHECKS

A. Teachers will receive paychecks in equal installments, to be paid every other Thursday, in one of the following ways:

1. Twenty-one (21) equal payments.

2. Twenty-six (26) payments, whereby teachers electing this plan will receive a check equal to 5/26th of the annual salary on the twenty-first pay day.

3. The District will directly deposit bargaining unit members' payroll checks on a bi-weekly basis, provided that such direct deposit option is available

through the District's banking institution and the employee's bank, subject to all terms and conditions of the District's banking institution. Nothing herein shall prohibit the District from changing financial institutions.

B. The first paycheck shall be issued on the second Thursday of the school year and every other Thursday thereafter until final payment. The final paycheck shall be issued no later than the last pay period in June.

C. Teachers being paid compensation for any extra services provided to the District may elect to be paid by a separate check for the full amount of compensation providing said compensation totals \$200.00 or more.

ARTICLE 22 - SAVINGS CLAUSE

If any provision of the Agreement or any application of the Agreement to any teacher or group of teachers shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions of applications shall continue in full force and effect.

ARTICLE 23 - MISCELLANEOUS PROVISIONS

A. This Agreement shall constitute the full and complete commitments between both parties and may be altered, changed, added to, deleted from or modified only through the voluntary, mutual agreement of the parties in a written and signed amendment to this Agreement.

B. Dominance of Agreement

The Agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

C. Individual Agreement

Any individual arrangement, agreement or contract between the Board and an individual teacher, heretofore executed, shall be subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an

individual arrangement, agreement or contract contains any language inconsistent with the Agreement, this Agreement, during its duration, shall be controlling.

D. Copies of Agreement

Copies of this Agreement and all subsequent amendments shall be printed at the expense of the Board and given to all teachers by the Board within two weeks after its execution and upon employment.

E. This Agreement shall be in effect for the period July 1, 1999 through June 30, 2003.

F. The District shall participate in the New York State United Teachers ("NYSUT") Member Benefits program to the extent that employees will be able to make direct contributions to the NYSUT Member Benefits Program.

G. Effective July 1, 1999, all unit members employed for a .5 or more unit position, benefits will be provided at the same level as full time unit members. For unit members employed at less than .5, benefits shall be pro-rated. All unit members employed prior to June 30, 1999 and hired at less than full-time shall continue to have full time benefits provided so long as they remain continuously employed by the District, except that if the District initiates the reduction in force, then the unit member shall maintain full time benefits.

ARTICLE 24 - HEALTH INSURANCE

A. Effective November 1, 1999, or as soon thereafter as may be implemented, the current health insurance plan provided to bargaining unit members by the District is the Blue Shield of North Eastern New York PPO plan. The District shall continue to provide the NPA drug card as part of health insurance in lieu of drug coverage under the PPO plan.

The District will pay 93% of the health insurance premium cost of individual, 2 person, or family health insurance coverage for all bargaining unit members. Each unit member will contribute 7% toward the premium cost each year.

1. Such health insurance contribution shall either be deducted from the bargaining unit member's bi-weekly payroll check or shall be paid by the bargaining unit member in a lump sum payment. The bargaining unit member must notify

the District of his/her choice for making such contribution no later than July 15th of any school year in which the bargaining unit member wishes to change the contribution method. Any lump sum payment shall be remitted to the District no later than October 1st of each school year.

2. The bargaining unit members' contribution referred to hereinabove shall be paid with pre-tax dollars in accordance with IRS code §125.

3. The District shall have the right to select a different health insurance carrier and/or plan where the selected carrier and/or plan provides benefits which are equal to or better than the benefits provided on June 30, 1991 by the Blue Cross Matrix Plan referred to in this Article.

B. The Blue Cross Matrix Plan in effect on June 30, 1991 had the following riders:

1. Preventive Care for Infants
2. Office Visits to a Doctor (3)
3. Emergency Care in a Doctor's Office
4. Prescription Plan
5. Retired individuals will receive a district insurance contribution equal to the percentage contribution they now receive
6. Skilled Nursing Facilities 2/1
7. Treatment of Alcoholism and Drug Abuse

C. The Cairo-Durham Board of Education will reimburse bargaining unit members who opt out of the District's health insurance program in accordance with the following:

<u>School Year</u>	<u>Individual</u>	<u>2-Person</u>	<u>Family</u>
1999-2000	800	1200	1300
2000-2001	800	1200	1300
2001-2002	900	1300	1500
2002-2003	975	1375	1575

Bargaining unit members will be reimbursed with one annual payment with the last paycheck of the school year. Any unit member who elects to decline the

health coverage and then opts to return to the plan may do so and the unit member will receive his/her pro-rated check with the last paycheck of the school year.

D. HMO

Employees eligible for Individual, 2-Family or Family, and who opt for Health Management Organization, may not have costs that are greater than the Cairo-Durham District Health Plan. Any costs above the Cairo-Durham District Plan will be paid by the employee.

E. Prescription Co-Pay

Bargaining unit members are required to make a prescription drug co-payment in the amount of \$5.00.

F. Dental Insurance:

The District shall contribute the following amounts for a dental insurance plan chosen by the Association. In no event will the District be required to contribute more than the amounts set forth below for a dental insurance plan for bargaining unit members.

<u>Year</u>	<u>District's Dental Insurance Contribution</u>
1999-2000	\$14,337
2000-2001	\$32,437
2001-2002	\$32,437
2002-2003	\$32,437

If the dental insurance provider chosen by the Association enters into a contract with the District, and bargaining unit member dental premium contributions are necessary, then those contributions will be made through a payroll deduction.

If no collective bargaining agreement is reached following the July 1, 1999 - June 30, 2003 collective bargaining agreement, and the "Triborough Amendment" (New York Civil Service Law §209-a.1[e]) is still in effect following the expiration of the July 1, 1999 - June 30, 2003 collective bargaining agreement, then

the District shall continue to pay \$32,437 for dental insurance in accordance with the "Triborough Amendment".

ARTICLE 25 - COMPENSATION

A. The stipend paid to unit members for chaperoning at home activities will be \$38.23 and away activities \$60.07.

B. Teachers may be assigned to additional duties only after the list of volunteers has been exhausted. When assignments are made they will be made on an equitable basis.

C. Stipends paid to Department Chairpersons and Curriculum Coordinators shall be in accordance to the following:

<u>School Year</u>	<u>Department Chairperson</u>	<u>Curriculum Coordinator</u>
1999-2000	800	410
2000-2001	800	410
2001-2002	850	475
2002-2003	900	510

ARTICLE 26 - SENIOR SERVICE ELECTIVE INCENTIVE

Bargaining unit members who have taught in and been employed by the Cairo-Durham Central School District as a full time teacher for at least 20 years, has reached a minimum age of 55 and who is otherwise eligible to retire pursuant to the rules and regulations of the New York State Teachers' Retirement System, shall be eligible to receive a retirement incentive in accordance with the following:

1. The teacher must submit an irrevocable letter of resignation by January 15 of the teacher's last year of employment.
2. The teacher must complete his/her last year of employment.
3. The amount of the incentive shall be \$15,000 dollars.
4. At the retiring teacher's option, the \$15,000 incentive issued to the retiring teacher may be received in a lump sum payment or the amount may be held by the District for the sole purpose of using the incentive to offset the health insurance premium payments to be made by the retiring teacher during retirement until

such amount has been exhausted. The designation of such retirement incentive and its exhaustion in no way diminishes the health insurance premium contribution toward retiree health insurance the District is otherwise required to pay.

Upon the death of the retiree, should there be a balance remaining in the health insurance designation fund, the amount remaining shall be paid to the retired teacher's estate. The retiring teacher's election under this provision must be submitted to the District in writing by June 1st of the school year of retirement. In the absence of a written election, the incentive will be paid in a lump sum payment. The District makes no representation regarding the treatment of this election by NYS TRS and the teacher/retiree is responsible for any tax implications of these options.

ARTICLE 27 - PAYMENT FOR HOURS

A. 1. Bargaining unit members shall be compensated in each year of the agreement for approved graduate credit earned on or before June 30, 1996, at a rate of \$45.00 per credit hour.

2. Effective July 1, 1999 each approved graduate credit hour earned after July 1, 1996 shall be compensated at the rate of \$52 per credit. This compensation will be in addition to the compensation received in accordance with Article 27.A.1.

3. Effective July 1, 2000 each approved graduate credit hour earned after July 1, 1996 shall be compensated at the rate of \$52 per credit. This compensation will be in addition to the compensation received in accordance with Article 27.A.1.

4. Effective July 1, 2001 each approved graduate credit hour earned after July 1, 1996 shall be compensated at the rate of \$54 per credit. This compensation will be in addition to the compensation received in accordance with Article 27.A.1.

5. Effective July 1, 2002 each approved graduate credit hour earned after July 1, 1996 shall be compensated at the rate of \$54 per credit. This compensation will be in addition to the compensation received in accordance with Article 27.A.1.

6. Credit beyond permanent certification will be given only by prior approval, in writing, from the Superintendent of Schools.

B. The Superintendent will not approve payment for administrative courses except for those courses necessary for Department Chairpersons for their contractual duties. In no event will the district be responsible to pay for more than nine (9) credit hours of administrative course credits for the Department Chairpersons.

C. Written notification of each hour completed must be submitted to the Superintendent of Schools within ten (10) school days of the beginning of the next semester. Official transcripts must be submitted in order for credit to be given. Payment shall begin following receipt of official transcript the first day of the semester following the completion of the course.

D. Fifteen hours of approved inservice coursework (defined as coursework conducted during non-working hours) shall be counted as one hour of approved graduate credit work for the purpose of graduate credit payments in accordance with this article, provided such in-service coursework is not paid for by the District and/or is not conducted during the bargaining unit members normal work day as set forth in Articles 7, 8 and/or 9. Where in-service coursework is paid for by the district and/or conducted during the bargaining unit member's normal work day as set forth in Articles 7, 8 and/or 9, any such hours of in-service coursework shall not be considered for the purpose of graduate credit payment in accordance with this article.

ARTICLE 28 – LONGEVITY

Longevity payments will be made to bargaining unit members in accordance with the following:

<u>School Year</u>	<u>15 Year Longevity</u>	<u>20 Year Longevity</u>	<u>25 Year Longevity</u>
1999-2000	520	520	520
2000-2001	541	541	541
2001-2002	562	562	562
2002-2003	585	585	585

Longevity will be paid to unit members:

1. Who have completed fifteen (15) years of service in the Cairo-Durham Central School District and who have successfully completed six (6) semester hours of approved graduate work in their field during the four year period consisting of July 1st of the 12th year to June 30th of the 15th year.

2. Who complete twenty (20) years of full time service to the District.

3. Who complete twenty-five (25) years of full time service to the District.

B. There are, as of July 1, 1992, twenty-two (22) bargaining unit members currently receiving Longevity who will have more than fifteen (15) but less than twenty-one (21) years of service or, more than twenty (20) but less than twenty five (25) years of service to the District. Any of those twenty-two (22) teachers who successfully complete six (6) semester hours of approved graduate work between their sixteenth (16th) year and June 30, 1993, or their twenty-first (21st) year and June 30, 1993, as appropriate, will receive an additional \$500.00 stipend upon completion of 20 or 25 years of service to the District.

C. The 22 unit members referred to above have been identified by the parties and a list of such members has been agreed to by the parties and appended to this Agreement as Appendix "B".

D. Any bargaining unit member who did not successfully complete six (6) semester hours of approved graduate credit work in their field of study in accordance with subdivision A.1. above, shall have the opportunity to receive a \$500 longevity payment if:

1. The bargaining unit member completes three graduate credits in an approved program in their field of study within two calendar years of the signing of the memorandum of agreement; and

2. The bargaining unit member submits written notice to the Superintendent of Schools on or before April 1, 1996, indicating an intention to obtain the approved graduate credits within the allotted time period.

If a bargaining unit member does not complete three graduate credits in an approved program in their field of study within two calendar years of the signing of this memorandum of agreement, despite the fact that (s)he submits written notice

of the intent to do so, then (s)he shall not be entitled to receive the \$500 longevity payment.

E. Fifteen hours of approved in-service coursework in a teacher's field of study shall be counted as one hour of approved graduate credit work in a teacher's field of study for the purpose of this article, provided such in-service coursework is conducted in accordance with Article 27, subdivision D.

ARTICLE 29 - SALARIES

A. The salary schedules for the 1999-2000, 2000-2001, 2001-2002, and 2002-2003 school years are attached hereto and made a part hereof as Appendix "A".

B. Newly employed unit members with no prior experience will begin on Level 1. Newly employed unit members with prior education related experience may be given credit for such prior experience in accordance with the schedule placement chart attached hereto as Appendix "A" plus any comparable experience as determined by the Superintendent and the Board of Education.

C. Except as provided in "F" below, following initial placement as provided herein, each bargaining unit member shall advance one level for each year of this agreement.

D. Effective July 1, 1999 each approved graduate credit earned shall be compensated in accordance with Article 27. Such compensation shall be added to the unit member's base salary each year.

E. Effective July 1, 1991 and for each subsequent school year, Masters Degrees will be compensated at the rate of \$500 per year.

F. Should a successor agreement not be reached between the parties prior to the expiration of this agreement, then the Triborough Law shall not apply to unit member level advancement on the salary schedule and unit members will not be entitled to a salary increment by automatically advancing up the salary schedule by one level for each year of service. Each unit member will instead receive an annual increase of \$500 until such time as a successor agreement is reached. Nothing con-

tained herein shall prevent the reinstitution of increment movement in a successor agreement.

G. Each teacher will receive a computer generated printout of his/her salary for each school year.

H. Any teacher above level 22 in any school year shall receive the dollar amount listed hereinbelow added to his/her base salary of the preceding school year.

1999-2000	\$1778
2000-2001	\$2029
2001-2002	\$1873
2002-2003	\$1931

The parties agree that by making these payments above the level 22 salary, there is no intent to consider such payments as adding steps to the salary schedules. Further, should the contract expire and there is no new contract upon its expiration, the teachers above level 22 on July 1, 2003 shall be paid the same salary (base plus above additions) he/she received in the 2002-2003 school year until the new contract is negotiated and shall not be entitled to any payment under Article 29F.

ARTICLE 30 - EXTRA CURRICULAR AND INTERSCHOLASTIC

A. Annually by September 1 of each school year, a list of extra curricular and interscholastic school activities, will be published by the District and distributed to each member of the bargaining unit.

B. The schedules for extra curricular/interscholastic activities and related activities are attached hereto as Appendix H.

C. The points assigned to each activity will be reviewed by a committee composed of three (3) members of the Board of Education, three (3) unit members and one (1) administrator to determine whether inequities, if any, exist regarding compensation for activities. Such committee will make recommendations to the Board and the Association as to how to equalize any inequities in pay. All recommendations will be subject to the approval of the Board and ratification of the Association.

D. The District reserves the right to add additional activities at any time and also to fund such activities with additional monies.

E. In regard to clubs, each advisor undertaking a club responsibility will maintain a log for each activity and time spent for the school year. The log is to be used in the above mentioned review of activities. Further, no club will function with less than 10 students beginning said club, and all clubs will have a minimum of 10 meetings per year. All logs will be delivered to the Building Principal no later than 2 weeks from the end of that activity.

F. Tutorial: Effective July 1, 1999 and each subsequent school year, the rate will be \$15.29 per hour.

G. Correcting Exams: Effective July 1, 1999 and each subsequent school year, the rate will be \$14.20 per hour.

H. Curriculum Development: Effective July 1, 1999 and each subsequent school year, the rate will be \$16.39 per hour.

I. Effective July 1, 1999, the stipend for the Athletic Director shall be \$2600 in each school year.

ARTICLE 31 - GUIDANCE SERVICES

Guidance personnel will be paid 1 F.T.E. plus 1/200th for each day worked from July 1st to August 31st. The July and August work schedule will be established by mutual agreement between the administration and the Guidance Personnel.

Full-time guidance personnel will be paid an annual salary as a 1.0 FTE bargaining unit member for work performed between the first work day and the last work day of the school year for teachers. Full time guidance personnel will be paid 1/200th of their annual salary for each day worked after the last work day of the school year for teachers through the first work day of the next school year for teachers. The work schedule for any work to be conducted between the last work day of the school year for teachers and the first work day of the next school year for teach-

ers will be established by mutual agreement between the administration and guidance personnel.

ARTICLE 32 - PROFESSIONAL GROWTH

A. Grants:

The District will provide the opportunity for innovative curriculum design to meet student needs for K-12 students. District grants will not exceed a total cost of \$4,000.

B. Inservice

Teachers taking inservice provided by the school during non-working hours will receive a stipend. The Cairo-Durham Central School District will not add graduate hours to a teacher's salary schedule, however the Cairo-Durham Central School District will provide a stipend for inservice work that is completed by a faculty member.

ARTICLE 33- LABOR MANAGEMENT COMMITTEE

A. There is hereby established a Labor-Management Committee to consider matters of concern to the District and the Association.

B. The Labor-Management Committee will be composed of six members. Three members will be assigned by the Superintendent and three members by the Association President. Upon mutual consent of the parties, additional persons may be invited to meetings of the Committee.

C. The Labor-Management Committee will meet regularly once each semester on a date and at a time to be agreed upon in September of each school year. Should the representatives of the District or the Association determine that additional meetings in any year are appropriate, such additional meetings may be scheduled upon 10 days written notice to the Committee's members, the Association President, and the Superintendent.

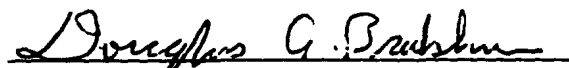
D. The representatives of the District and the Association will exchange proposed agendas, in writing, for each regular meeting of the Labor-Management Committee not less than 10 days in advance of each meeting. In the event that a

special meeting is requested, a proposed agenda for such meeting will accompany such request.

E. Nothing in this collective bargaining agreement should limit or deter experimentation on the part of the parties. Any experiment which is inconsistent with the terms of this collective bargaining agreement will be addressed by the Labor-Management Committee. Such agreements to experiment may supersede portions of this Agreement if adopted in a written Memorandum of Understanding signed by the Superintendent and Association President.

IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISIONS OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFORE, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL.

FOR THE DISTRICT:



**Dr. Douglas Bradshaw
Interim Superintendent**

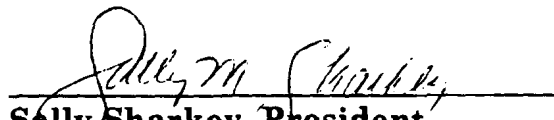
Date: 5/3/00

FOR THE ASSOCIATION:



**Mark Notarnicola, President
Cairo-Durham Teachers Association**

Date: 5-3-00



**Sally Sharkey, President
Board of Education**

Date: 5/4/00

APPENDIX A

Level	1998-99 Salary	1999-00 Salary	2000-01 Salary	2001-02 Salary	2002-03 Salary
1	\$31,000	\$31,500	\$32,000	\$32,500	\$33,000
2	\$31,491	\$32,275	\$32,925	\$33,350	\$33,900
3	\$32,059	\$32,800	\$33,750	\$34,275	\$34,800
4	\$32,628	\$33,375	\$34,300	\$35,200	\$35,750
5	\$33,198	\$33,975	\$34,900	\$35,800	\$36,725
6	\$33,738	\$34,575	\$35,525	\$36,400	\$37,350
7	\$35,317	\$35,125	\$36,150	\$37,025	\$37,975
8	\$36,891	\$36,775	\$36,725	\$37,700	\$38,625
9	\$38,460	\$38,425	\$38,475	\$38,300	\$39,350
10	\$41,193	\$40,040	\$40,175	\$40,100	\$39,975
11	\$42,794	\$42,885	\$41,875	\$41,900	\$41,850
12	\$44,389	\$44,550	\$44,850	\$43,650	\$43,725
13	\$46,155	\$46,210	\$46,600	\$46,750	\$45,550
14	\$47,835	\$48,050	\$48,350	\$48,600	\$48,775
15	\$49,282	\$49,800	\$50,275	\$50,400	\$50,700
16	\$51,051	\$51,305	\$52,125	\$52,400	\$52,575
17	\$52,728	\$53,150	\$53,725	\$54,325	\$54,675
18	\$54,402	\$54,890	\$55,600	\$56,025	\$56,700
19	\$56,078	\$56,635	\$57,400	\$57,950	\$58,450
20	\$57,753	\$58,380	\$59,225	\$59,825	\$60,475
21	\$59,428	\$60,125	\$61,050	\$61,725	\$62,425
22	\$60,986	\$61,865	\$62,850	\$63,625	\$64,400
Off Step Raises:		\$1,778	\$2,029	\$1,873	\$1,931

APPENDIX A

New Employee Salary Schedule Placement

Years of Previous Service Credit

<u>Level</u>	<u>1999-00</u>	<u>2000-01</u>	<u>2001-02</u>	<u>2002-03</u>
1	0	0	0	0
2	1	1	1	1
3	2	2	2	2
4	3	3	3	3
5	4	4	4	4
6	5	5	5	5
7	6	6	6	6
8	7	7	7	7
9	8	8	8	8
10	9,10,11	9	9	9
11	12,13,14	10,11,12	10	10
12	15,16,17	13,14,15	11,12,13	11
13	18,19	16,17,18	14,15,16	12,13,14
14	20,21,22,23	19,20	17,18,19	15,16,17
15	24	21,22,23,24	20,21	18,19
16	25	25	22,23,24,25	20
17	26	26	26	21,22
18	27,28	27	27	23,24,25,26
19	29	28,29	28	27
20	30	30	29,30	28,29,30

APPENDIX B

TEACHERS ON LONGEVITY 4/28/92 (22 TEACHERS)

Allan	Adrezin
Chadderdon	Crouse
Dealy	Kuchuba
Hughes	Lawrence
LaTart	Monteverd
Parette	Pfleger
Paserba	Uzzillia
Stickles	Wexler
Valenchis	Zimmerman
Zwoboda, J.	Zwoboda, W.
Muller, H.	Knoth

APPENDIX C

DESIGNATION AND PAYROLL DEDUCTION AUTHORIZATION

Last Name	First	Initial
-----------	-------	---------

First	Initial
-------	---------

Initial

To: Cairo-Durham School District No. 1

I hereby designate the Cairo-Durham Teachers Association as my representative for the purpose of collective negotiations and I hereby request and authorize you, according to arrangements agreed upon with the Cairo-Durham Teachers Association, to deduct from my salary and transmit to the Cairo-Durham Teachers Association, dues as certified by the Cairo-Durham Teachers Association. I hereby waive all right and claim to said monies so deducted and transmitted in accordance with this authorization and relieve the Board of Education and all its officers and employees from any liability therefore.

This authority shall remain in full force and effect for all purposes while I am employed in this school system or until revoked by me in writing between September 1st and October 1st of any given year.

Member Signature

Date _____

APPENDIX D
GRIEVANCE FILING FORM

Date: _____

Aggrieved Party: _____

Building: _____ Subject or Grade: _____

Clause of the Contract Violated: _____

Date Violation Occurred: _____

Nature of Grievance: _____

Redress Sought: _____

Signed: _____ Signed: _____

Employee

Representative

APPENDIX E
CAIRO-DURHAM CENTRAL SCHOOL

Sick Leave Bank
Cairo-Durham Central School
District Office
Cairo, NY 12413

As a member of the Cairo-Durham faculty, "teachers will voluntary elect whether to donate one day of their accumulated sick leave".

☐

I elect to waive one day of my sick leave to be deposited
in the sick bank.

Date

Signature

☐

I do not elect to waive one day of my sick leave to be deposited
in the sick bank.

Date

Signature

APPENDIX F
PERSONAL LEAVE REQUEST FORM

Date: _____

I hereby request, in accordance with Article 5(D) of the collective bargaining agreement, personal leave for the following date(s):

I certify that the personal leave will be used in accordance with the terms of Article 5(D). I understand that personal leave may not be used to extend a holiday or recess period, that it may not be used as vacation or to pursue amusement, entertainment, hobby interests, or supplemental employment remuneration activities.

Signature

Building Principal: _____ (initials)

Date: _____

Superintendent:

The request is hereby:

Approved _____

Denied _____

Superintendent

Date

_____ Superintendent's Copy

_____ Principal's Copy

_____ Employee's Copy

ATTACHMENT "G"

**CAIRO-DURHAM CENTRAL SCHOOL DISTRICT
and
CAIRO-DURHAM TEACHERS' ASSOCIATION
PEER PARTNERING PARTICIPATION FORM
(to be submitted by October 15)**

I will be participating in the Peer Partnering Program for the _____ school year.

Name: _____

Partner: _____

School: _____

Date

Signature

APPENDIX H

INTERSCHOLASTIC ATHLETICS

1998-99

Baseball - Boys JV	1158
Baseball - Boys Modified	1158
Baseball - Boys Varsity	1910
Basketball - Boys Modified	1302
Basketball - Boys JV	2026
Basketball - Boys Varsity	2605
Basketball - Girls Modified	1302
Basketball - Girls JV	2026
Basketball - Girls Varsity	2605
Bowling Team - HS/MS	1447
Cheerleading - V & JV Advisor	1302
Cross Country - V, JV, Mod.	1158
Ski Team - HS/MS	1447
Soccer - Boys Modified	1158
Soccer - Boys JV	1158
Soccer - Boys Varsity	1447
Soccer - Girls Modified	1158
Soccer - Girls JV	1158
Soccer - Girls Varsity	1447
Softball - Girls JV	1158
Softball - Girls Modified	1158
Softball - Girls Varsity	1910
Tennis - Girls	1447
Tennis - Boys	1447
Volleyball - Boys Varsity	1447
Volleyball - Boys Modified	1158
Volleyball - Girls Varsity	1447
Volleyball - Girls JV	1158
Volleyball - Girls Modified	1158

APPENDIX H

CLASS RELATED ACTIVITIES

1998-99

Adult Education Computer Tchr (Hr)	16.39	Pep Band Advisor	550
Advisor-7 & 8 (STAC)	724	Photo Club JRSR HS	347
After School Coord. - Durham	1500	SAAD Advisor	347
After School Supervisor - Durham	500	School Newspaper - HS	579
Art Club-HS/MS	1500	School Newspaper - MS	579
Cairo Elementary Musical	347	School Store - Cairo Elem.	550
Computer Club-Cairo	347	School Store - Durham Elem.	550
Computer Equip. Repair Club	5500	Senior Class Advisor	2605
District Mentoring Program	2500	Sophomore Class Advisor	1042
Drama Advisor - HS	2518	Storytelling	347
Drama Advisor MS	1000	Student Council Advisor - Cairo	347
Gifted & Talented - Durham	1500	Student Council Advisor - Durham	347
Gifted & Talented - Cairo	1500	Student Council Advisor - HS	1592
Gifted & Talented - HS	1500	Tech Training Coordinators	
Gifted & Talented - MS	1500	Middle School	650
Interact Club - HS	347	High School	650
Intramurals - Baseball - MS	492	Cairo Elementary	650
Intramurals - Basketball - MS	492	Durham Elementary	650
Intramurals - Basketball - Cairo	492	Front Line Intervention - Level 1	
Intramurals - Basketball - Durham	492	Middle School/High School	650
Intramurals - Floor Hockey - Cairo	492	Cairo Elementary	650
Intramurals - Gymnastics - Durham	492	Durham Elementary	650
Intramurals - Recreation	492	Front Line Intervention - Level 2	
Intramurals - Soccer - MS	492	MS/HS Library	850
Intramurals - Soccer - Cairo	492	High School	850
Intramurals - Soccer - Durham	492	Middle School	850
Intramurals - Softball - MS	492	Cairo Elementary	850
Intramurals - Volleyball - Cairo	492	Durham Elementary	850
Intramurals - Volleyball - Durham	492	Web Club Advisor	2500
Intramurals - Volleyball - MS	492	Wellness Club	1620
Jazz Band	579	Yearbook - Cairo	347
Junior Class Advisor	1447	Yearbook - Durham	347
Marching Band	1187	Yearbook - MS	600
Musical Advisor - HS Play	868	Yearbook - HS - Financial	1563
National Honor Society Advisor	868	Yearbook - HS - Technical	1158
National Jr. Honor Society	868		
Odyssey of the Mind - HS	579		
Odyssey of the Mind - MS	579		
Odyssey of the Mind - Cairo - 1st	579		
Odyssey of the Mind - Cairo - 2nd	579		
Odyssey of the Mind - Durham	579		

APPENDIX H

INTERSCHOLASTIC ATHLETICS

1999-2000

Baseball - Boys JV	1181
Baseball - Boys Modified	1181
Baseball - Boys Varsity	1948
Basketball - Boys Modified	1328
Basketball - Boys Modified Asst Coach	300
Basketball - Boys JV	2066
Basketball - Boys Varsity	2657
Basketball - Girls Modified	1328
Basketball - Girls Modified Asst Coach	300
Basketball - Girls JV	2066
Basketball - Girls Varsity	2657
Bowling Team - HS/MS	1476
Cheerleading - V & JV Advisor	1328
Cross Country - V, JV, Mod.	1181
Ski Team - HS/MS	1476
Soccer - Boys Modified	1181
Soccer - Boys JV	1181
Soccer - Boys Varsity	1476
Soccer - Girls Modified	1181
Soccer - Girls JV	1181
Soccer - Girls Varsity	1476
Softball - Girls JV	1181
Softball - Girls Modified	1181
Softball - Girls Varsity	1948
Tennis - Girls	1476
Tennis - Boys	1476
Volleyball - Boys Varsity	1476
Volleyball - Boys Modified	1181
Volleyball - Girls Varsity	1476
Volleyball - Girls JV	1181
Volleyball - Girls Modified	1181

APPENDIX H

CLASS RELATED ACTIVITIES

1999-2000

Adult Education Computer Tchr (Hr)	16.72	Pep Band Advisor	561
Advisor-7 & 8 (STAC)	738	Photo Club JRSR HS	354
After School Coord. - Durham	1530	SAAD Advisor	354
After School Supervisor - Durham	510	School Newspaper - HS	591
Art Club-HS/MS	1530	School Newspaper - MS	591
Cairo Elementary Musical	354	School Store - Cairo Elem.	561
Computer Club-Cairo	354	School Store - Durham Elem.	561
Computer Equip. Repair Club	5610	Senior Class Advisor	2657
District Mentoring Program	2550	Sophomore Class Advisor	1063
Drama Advisor - HS	2568	Storytelling	354
Drama Advisor MS	1020	Student Council Advisor - Cairo	354
Gifted & Talented - Durham	1530	Student Council Advisor - Durham	354
Gifted & Talented - Cairo	1530	Student Council Advisor - HS	1624
Gifted & Talented - HS	1530	Tech Training Coordinators	
Gifted & Talented - MS	1530	Middle School	663
Interact Club - HS	354	High School	663
Intramurals - Baseball - MS	502	Cairo Elementary	663
Intramurals - Basketball - MS	502	Durham Elementary	663
Intramurals - Basketball - Cairo	502	Front Line Intervention - Level 1	
Intramurals - Basketball - Durham	502	Middle School/High School	663
Intramurals - Floor Hockey - Cairo	502	Cairo Elementary	663
Intramurals - Gymnastics - Durham	502	Durham Elementary	663
Intramurals - Recreation	502	Front Line Intervention - Level 2	
Intramurals - Soccer - MS	502	MS/HS Library	867
Intramurals - Soccer - Cairo	502	High School	867
Intramurals - Soccer - Durham	502	Middle School	867
Intramurals - Softball - MS	502	Cairo Elementary	867
Intramurals - Volleyball - Cairo	502	Durham Elementary	867
Intramurals - Volleyball - Durham	502	Web Club Advisor	2550
Intramurals - Volleyball - MS	502	Wellness Club	1652
Jazz Band	590	World of Difference Advisor(s)	1200
Junior Class Advisor	1476	Yearbook - Cairo	354
Marching Band	1210	Yearbook - Durham	354
Musical Advisor - HS Play	886	Yearbook - MS	612
National Honor Society Advisor	886	Yearbook - HS - Financial	1594
National Jr. Honor Society	886	Yearbook - HS - Technical	1181
Odyssey of the Mind - HS	590		
Odyssey of the Mind - MS	590		
Odyssey of the Mind - Cairo - 1st	590		
Odyssey of the Mind - Cairo - 2nd	590		
Odyssey of the Mind - Durham	590		

APPENDIX H

INTERSCHOLASTIC ATHLETICS

2000-01

Baseball - Boys JV	1204
Baseball - Boys Modified	1204
Baseball - Boys Varsity	1987
Basketball - Boys Modified	1355
Basketball - Boys Modified Asst Coach	306
Basketball - Boys JV	2108
Basketball - Boys Varsity	2710
Basketball - Girls Modified	1355
Basketball - Girls Modified Asst Coach	306
Basketball - Girls JV	2108
Basketball - Girls Varsity	2710
Bowling Team - HS/MS	1505
Cheerleading - V & JV Advisor	1355
Cross Country - V, JV, Mod.	1204
Ski Team - HS/MS	1505
Soccer - Boys Modified	1204
Soccer - Boys JV	1204
Soccer - Boys Varsity	1505
Soccer - Girls Modified	1204
Soccer - Girls JV	1204
Soccer - Girls Varsity	1505
Softball - Girls JV	1204
Softball - Girls Modified	1204
Softball - Girls Varsity	1987
Tennis - Girls	1505
Tennis - Boys	1505
Volleyball - Boys Varsity	1505
Volleyball - Boys Modified	1204
Volleyball - Girls Varsity	1505
Volleyball - Girls JV	1204
Volleyball - Girls Modified	1204

APPENDIX H

CLASS RELATED ACTIVITIES

2000-01

Adult Education Computer Tchrr (Hr)	17.05	Pep Band Advisor	572
Advisor-7 & 8 (STAC)	753	Photo Club JRSR HS	361
After School Coord. - Durham	1561	SAAD Advisor	361
After School Supervisor - Durham	520	School Newspaper - HS	602
Art Club-HS/MS	1561	School Newspaper - MS	602
Cairo Elementary Musical	361	School Store - Cairo Elem.	572
Computer Club-Cairo	361	School Store - Durham Elem.	572
Computer Equip. Repair Club	5722	Senior Class Advisor	2710
District Mentoring Program	2601	Sophomore Class Advisor	1084
Drama Advisor - HS	2619	Storytelling	361
Drama Advisor MS	1040	Student Council Advisor - Cairo	361
Gifted & Talented - Durham	1561	Student Council Advisor - Durham	361
Gifted & Talented - Cairo	1561	Student Council Advisor - HS	1656
Gifted & Talented - HS	1561	Tech Training Coordinators	
Gifted & Talented - MS	1561	Middle School	676
Interact Club - HS	361	High School	676
Intramurals - Baseball - MS	512	Cairo Elementary	676
Intramurals - Basketball - MS	512	Durham Elementary	676
Intramurals - Basketball - Cairo	512	Front Line Intervention - Level 1	
Intramurals - Basketball - Durham	512	Middle School/High School	676
Intramurals - Floor Hockey - Cairo	512	Cairo Elementary	676
Intramurals - Gymnastics - Durham	512	Durham Elementary	676
Intramurals - Recreation	512	Front Line Intervention - Level 2	
Intramurals - Soccer - MS	512	MS/HS Library	884
Intramurals - Soccer - Cairo	512	High School	884
Intramurals - Soccer - Durham	512	Middle School	884
Intramurals - Softball - MS	512	Cairo Elementary	884
Intramurals - Volleyball - Cairo	512	Durham Elementary	884
Intramurals - Volleyball - Durham	512	Web Club Advisor	2601
Intramurals - Volleyball - MS	512	Wellness Club	1685
Jazz Band	602	World of Difference Advisor(s)	1224
Junior Class Advisor	1505	Yearbook - Cairo	361
Marching Band	1234	Yearbook - Durham	361
Musical Advisor - HS Play	903	Yearbook - MS	624
National Honor Society Advisor	903	Yearbook - HS - Financial	1626
National Jr. Honor Society	903	Yearbook - HS - Technical	1204
Odyssey of the Mind - HS	602		
Odyssey of the Mind - MS	602		
Odyssey of the Mind - Cairo - 1st	602		
Odyssey of the Mind - Cairo - 2nd	602		
Odyssey of the Mind - Durham	602		

APPENDIX H

INTERSCHOLASTIC ATHLETICS

2001-02

Baseball - Boys JV	1240
Baseball - Boys Modified	1240
Baseball - Boys Varsity	2047
Basketball - Boys Modified	1396
Basketball - Boys Modified Asst Coach	312
Basketball - Boys JV	2171
Basketball - Boys Varsity	2791
Basketball - Girls Modified	1396
Basketball - Girls Modified Asst Coach	312
Basketball - Girls JV	2171
Basketball - Girls Varsity	2791
Bowling Team - HS/MS	1551
Cheerleading - V & JV Advisor	1396
Cross Country - V, JV, Mod.	1240
Ski Team - HS/MS	1551
Soccer - Boys Modified	1240
Soccer - Boys JV	1240
Soccer - Boys Varsity	1551
Soccer - Girls Modified	1240
Soccer - Girls JV	1240
Soccer - Girls Varsity	1551
Softball - Girls JV	1240
Softball - Girls Modified	1240
Softball - Girls Varsity	2047
Tennis - Girls	1551
Tennis - Boys	1551
Volleyball - Boys Varsity	1551
Volleyball - Boys Modified	1240
Volleyball - Girls Varsity	1551
Volleyball - Girls JV	1240
Volleyball - Girls Modified	1240

APPENDIX H

CLASS RELATED ACTIVITIES

2001-02

Adult Education Computer Tchr (Hr)	17.56	Pep Band Advisor	589
Advisor-7 & 8 (STAC)	775	Photo Club JRSR HS	372
After School Coord. - Durham	1607	SAAD Advisor	372
After School Supervisor - Durham	536	School Newspaper - HS	620
Art Club-HS/MS	1607	School Newspaper - MS	620
Cairo Elementary Musical	372	School Store - Cairo Elem.	589
Computer Club-Cairo	372	School Store - Durham Elem.	589
Computer Equip. Repair Club	5894	Senior Class Advisor	2791
District Mentoring Program	2679	Sophomore Class Advisor	1116
Drama Advisor - HS	2698	Storytelling	372
Drama Advisor MS	1072	Student Council Advisor - Cairo	372
Gifted & Talented - Durham	1607	Student Council Advisor - Durham	372
Gifted & Talented - Cairo	1607	Student Council Advisor - HS	1706
Gifted & Talented - HS	1607	Tech Training Coordinators	
Gifted & Talented - MS	1607	Middle School	697
Interact Club - HS	372	High School	697
Intramurals - Baseball - MS	527	Cairo Elementary	697
Intramurals - Basketball - MS	527	Durham Elementary	697
Intramurals - Basketball - Cairo	527	Front Line Intervention - Level 1	
Intramurals - Basketball - Durham	527	Middle School/High School	697
Intramurals - Floor Hockey - Cairo	527	Cairo Elementary	697
Intramurals - Gymnastics - Durham	527	Durham Elementary	697
Intramurals - Recreation	527	Front Line Intervention - Level 2	
Intramurals - Soccer - MS	527	MS/HS Library	911
Intramurals - Soccer - Cairo	527	High School	911
Intramurals - Soccer - Durham	527	Middle School	911
Intramurals - Softball - MS	527	Cairo Elementary	911
Intramurals - Volleyball - Cairo	527	Durham Elementary	911
Intramurals - Volleyball - Durham	527	Web Club Advisor	2679
Intramurals - Volleyball - MS	527	Wellness Club	1736
Jazz Band	620	World of Difference Advisor(s)	1248
Junior Class Advisor	1551	Yearbook - Cairo	372
Marching Band	1272	Yearbook - Durham	373
Musical Advisor - HS Play	930	Yearbook - MS	643
National Honor Society Advisor	930	Yearbook - HS - Financial	1675
National Jr. Honor Society	930	Yearbook - HS - Technical	1240
Odyssey of the Mind - HS	620		
Odyssey of the Mind - MS	620		
Odyssey of the Mind - Cairo - 1st	620		
Odyssey of the Mind - Cairo - 2nd	620		
Odyssey of the Mind - Durham	620		

APPENDIX H

INTERSCHOLASTIC ATHLETICS

2002-03

Baseball - Boys JV	1278
Baseball - Boys Modified	1278
Baseball - Boys Varsity	2108
Basketball - Boys Modified	1437
Basketball - Boys Modified Asst Coach	321
Basketball - Boys JV	2236
Basketball - Boys Varsity	2875
Basketball - Girls Modified	1437
Basketball - Girls Modified Asst Coach	321
Basketball - Girls JV	2236
Basketball - Girls Varsity	2875
Bowling Team - HS/MS	1597
Cheerleading - V & JV Advisor	1437
Cross Country - V, JV, Mod.	1278
Ski Team - HS/MS	1597
Soccer - Boys Modified	1278
Soccer - Boys JV	1278
Soccer - Boys Varsity	1597
Soccer - Girls Modified	1278
Soccer - Girls JV	1278
Soccer - Girls Varsity	1597
Softball - Girls JV	1278
Softball - Girls Modified	1278
Softball - Girls Varsity	2108
Tennis - Girls	1597
Tennis - Boys	1597
Volleyball - Boys Varsity	1597
Volleyball - Boys Modified	1278
Volleyball - Girls Varsity	1597
Volleyball - Girls JV	1278
Volleyball - Girls Modified	1278

APPENDIX H

CLASS RELATED ACTIVITIES

2002-03

Adult Education Computer Tchr (Hr)	18.09	Pep Band Advisor	607
Advisor-7 & 8 (STAC)	799	Photo Club JRSR HS	383
After School Coord. - Durham	1656	SAAD Advisor	383
After School Supervisor - Durham	552	School Newspaper - HS	639
Art Club-HS/MS	1656	School Newspaper - MS	639
Cairo Elementary Musical	383	School Store - Cairo Elem.	607
Computer Club-Cairo	383	School Store - Durham Elem.	607
Computer Equip. Repair Club	6071	Senior Class Advisor	2875
District Mentoring Program	2759	Sophomore Class Advisor	1150
Drama Advisor - HS	2779	Storytelling	383
Drama Advisor MS	1104	Student Council Advisor - Cairo	383
Gifted & Talented - Durham	1656	Student Council Advisor - Durham	383
Gifted & Talented - Cairo	1656	Student Council Advisor - HS	1757
Gifted & Talented - HS	1656	Tech Training Coordinators	
Gifted & Talented - MS	1656	Middle School	717
Interact Club - HS	383	High School	717
Intramurals - Baseball - MS	543	Cairo Elementary	717
Intramurals - Basketball - MS	543	Durham Elementary	717
Intramurals - Basketball - Cairo	543	Front Line Intervention - Level 1	
Intramurals - Basketball - Durham	543	Middle School/High School	717
Intramurals - Floor Hockey - Cairo	543	Cairo Elementary	717
Intramurals - Gymnastics - Durham	543	Durham Elementary	717
Intramurals - Recreation	543	Front Line Intervention - Level 2	
Intramurals - Soccer - MS	543	MS/HS Library	938
Intramurals - Soccer - Cairo	543	High School	938
Intramurals - Soccer - Durham	543	Middle School	938
Intramurals - Softball - MS	543	Cairo Elementary	938
Intramurals - Volleyball - Cairo	543	Durham Elementary	938
Intramurals - Volleyball - Durham	543	Web Club Advisor	2759
Intramurals - Volleyball - MS	543	Wellness Club	1788
Jazz Band	639	World of Difference Advisor(s)	1286
Junior Class Advisor	1597	Yearbook - Cairo	383
Marching Band	1310	Yearbook - Durham	383
Musical Advisor - HS Play	958	Yearbook - MS	662
National Honor Society Advisor	958	Yearbook - HS - Financial	1725
National Jr. Honor Society	958	Yearbook - HS - Technical	1278
Odyssey of the Mind - HS	639		
Odyssey of the Mind - MS	639		
Odyssey of the Mind - Cairo - 1st	639		
Odyssey of the Mind - Cairo - 2nd	639		
Odyssey of the Mind - Durham	639		

